



Human Resources Office

2013 Furlough Guidance





AGENDA



- NGB Furlough Guidance
 - # days furlough
 - Effective Dates
 - Furlough Exceptions
- Schedule Change
- Notification Procedures
- Cash Awards
- Leave
- Benefits



NGB Furlough Guidance



- Sequester mandated reduction in budgetary resources
- Administrative furlough is a result of the DOD budgetary challenges
- Technicians furloughed 11 work days or 88 hours
 - Effective: 15 Jul 23 Sept 2013
- Furlough Day will be every Monday
 - Exception: When Monday falls on a holiday
 - 2 Sept 2013, Labor Day
 - Furlough day will be Tuesday, 3 Sept 13
- Furlough Exceptions:
 - ARNG: 15 Firefighters and Air Traffic Controllers
 - ANG:
 - 162 FW 60% Furlough (4 days)
 - 161 ARW: 2 Command Post Positions
- Employees should not plan to receive retroactive compensation



Schedule Change



- As of 15 Jul Alternate work schedules suspended
- Technician Employees: Switch back to 5-8's schedule
- Work scheduled was approved by TAG & Union
- Deviations must be approved by TAG through HRO
- All furlough are administered as furlough days (cannot be broken up)
- Part-time Employees: Hours will be pro-rated depending on their schedule



Schedule Change



- DoD has established a general rule that no more than 16 hours per pay period for a Furlough Day
 - This equates to two days in a two week period
 - Only exception is for AT
 - TAG has authorized military technicians to schedule furlough days during AT (can use a 2 week block of AT)
 - AT can only be used during that time period; cannot use previous AT that was performed outside window
 - Employees would return to a 4-10 schedule
 - All employees must be supervised
- Volunteering to work on furlough day is prohibited.



Schedule Change



- Technicians need to fill out a Work Schedule Change and submit to timekeeper
- Suspense for work schedule change is NLT 28 June 13
- Furlough Hours/Days will be coded as KE
- Timekeepers will be responsible for reporting and tracking # of furlough days technician has taken per pay period to the supervisor
- Supervisor is ultimately responsible to ensure technician has taken required # of days



Notification Procedures



28 May-4 Jun Furlough Proposal Letters Sent to

Technicians (100% notified)

7 Jun Acknowledgements sent to HRO

5 Jun-12 Jun Technicians suspense to reply (7

calendar days from when the Proposal

was issued)

13 Jun-5 Jul Furlough Original Decision Letters

issued from TAG

12 Jul Acknowledgements sent to HRO

Note: Deployed personnel will not receive letters until return



Cash Awards



- All cash and non-cash awards are suspended until further notice (HRO Memo #13-008)
- All incentives suspended:
 - SSPs, QSIs, Time Off Awards, Non-monetary, On-thespot Awards
- Comp Time is not permitted for remainder of fiscal year
 - Adjutant General may grant exceptions to protect the health, safety and security of personnel
 - Comp Time is not allowed to make up furlough time



Leave



 Use of paid leave or other forms of paid time off is prohibited (annual, sick, court, military leave, and any comp time earned or time-off awards)

 All military, annual or sick leave previously scheduled on furlough will be canceled and time cards will be coded KE for the entire day

 Technician will lose 1 pay period worth of annual and sick leave due to 88 hour furlough



Benefits



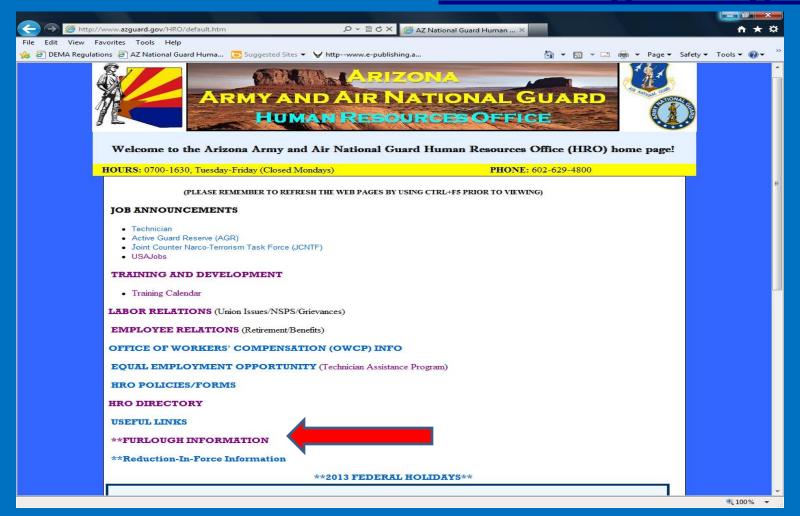
- Benefits will continue!
- Furlough day is treated same as personal LWOP
- Enrollment changes prohibited
 - Administrative furlough is not a Qualifying Life Event (QLE)
- Benefits continue while salary is sufficient to pay the premiums
 - If salary is insufficient to pay premium:
 - May terminate coverage; may re-enroll once pay is sufficient (don't have to wait for open season)
 - May pay DFAS directly or incur a debt that DFAS will recover when pay becomes sufficient



FOR ADDITIONAL INFO



Visit HRO website at: www.azguard.gov







QUESTIONS?